

This quick reference guide provides instructions on how to add a student to an online cohort and change the date if needed.

When to add a student to the Online Cohort

In general, students enrolled in a **primary** program of study (not a minor, additional major, or certificate if they are also completing a degree) that is delivered online, must be assigned the **Online Primary Program of Study** cohort. Students whose online program is not their primary program of study should not be assigned the cohort. When a student’s primary program is offered both online and on campus, the modality of the student’s primary program is the modality the student intends to be when they graduate. See below for possible scenarios and examples.

Possible Scenarios	Add to Online Cohort?
Primary Program of Study is online and student has no on-campus additional majors or degree programs, but could have an on-campus minor or certificate (see Ex. 1)	Yes
Primary Program of Study is on-campus, but student has another degree program that is online (see Ex. #2)	No
Primary Program of Study is online, but student has another degree program that is on-campus (see Ex. #4)	No
Minor or certificate is online, but Primary Program of Study is on-campus	No
Student wants to be online for a semester(s), but plans to complete program as an on-campus student	No
Students wants to move to online-delivery temporarily, but plans to graduate in on-campus program (see Ex. 3)	No

Example 1: Student has a primary program of Human Resource Development BHRD and has an on-campus minor in Spanish – *This student **should** be assigned the Online Primary Program of Study cohort.*

Example 2: Student has a primary program of study in Electrical Engineering BSEE and a second program of study in General Business BSBA – even though the General Business BSBA degree is only offered online, *this student should **not** be assigned the Online Primary Program of Study cohort because their primary program of study is on campus.*

Example 3: Student has a primary program of study in Communication BA and has been studying on campus for two years. Because of a family issue, they intend to study exclusively online for the next semester but intend to return to campus the following semester. *Since the student’s intent is to return to campus and graduate as an on-campus student, this student should **not** be assigned the Online Primary Program of Study cohort.*

Example 4: Student has a primary program of study of a General Business BSBA online and a second program of study of Psychology BA on-campus. *This student should **not** be assigned the Online Primary Program of Study cohort because while the student’s primary program of study is online, they are an on-campus student due to their second program of study being on-campus.*

Important Date Information

Dates are important when adding students to this cohort:

- Use the "As of Now" option, unless the Standard Start Date for the term has passed
- Use the Standard Start date, from the Standard Start Date through the fifth day of classes
- Use the "As of Now" after the fifth day of classes

Click [here](#) for a list of Standard Academic Period Start/End Dates.

Which Date Option to Use		
Before or on the Standard Start Date for effective term	After the Standard Start Date and through the fifth day of classes for the effective term	After the fifth day of classes for the effective term
Use "As of Now"	Use "Standard Start Date"	Use "As of Now"



Note: This cohort impacts a student's bill and their registration appointment; it is important to use the correct date option.

Adding a Student to a Cohort

1. There are two ways to add an individual student to a cohort:
 - a. **Student Profile:** Go to the student's profile. Click the **Actions** button below the student's ID number and scroll down to **Student Cohort**. Select **Add Academic Record to Cohort**.
 - b. **Add Student to Cohort Task:** In the search bar, type **Add Student to Cohort**. Enter the student's name or ID number in the Student box and hit enter.
2. Click the Student Cohort box and type **Online Primary Program of Study**. Select the cohort and hit enter.

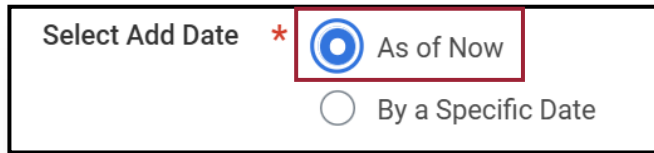
Student *

Student Cohort *

3. There are two ways to select the effective date for cohorts:

a. **As of Now** – Select this option unless the current date is between the Standard Start Date and the fifth day of classes for the regular term.

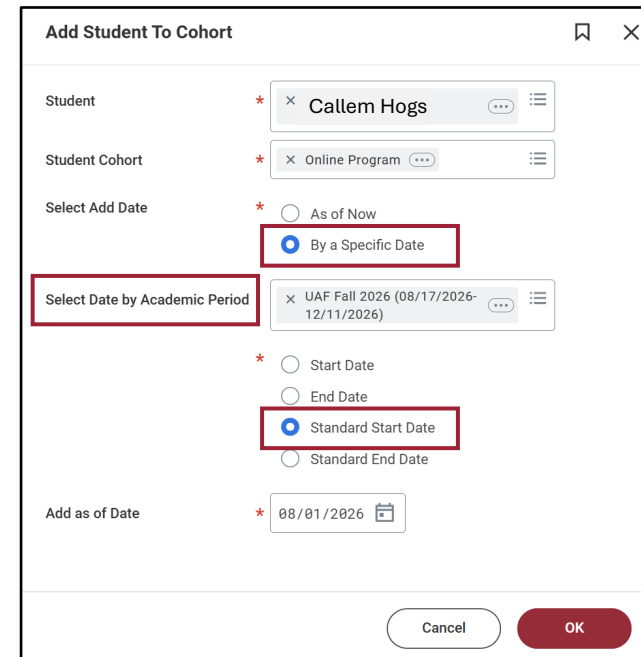
- Select **As of Now** – This will make the cohort change effective immediately.



Select Add Date * As of Now
 By a Specific Date

b. **By a Specific Date** – This option will be used when the Standard Start Date has passed and through the fifth day of classes for the regular term.

- Select **By A Specific Date**
- Click in the **Select Date by Academic Period** box and select the Academic Period the change will take effect.
- Select **Standard Start Date** – this will automatically populate the correct start date based on the selected Academic Period.
- If you need the cohort to show a specific date before the Standard Start Date, do not select an Academic Period. Instead, enter a date manually.



Add Student To Cohort

Student * x Callem Hogs ...

Student Cohort * x Online Program ...

Select Add Date * As of Now
 By a Specific Date

Select Date by Academic Period * x UAF Fall 2026 (08/17/2026-12/11/2026) ...

* Start Date
 End Date
 Standard Start Date
 Standard End Date

Add as of Date * 08/01/2026

Cancel OK

4. Click **OK**

Removing a Student from a Cohort

The steps to remove a student from a cohort are similar to the steps to add a student to a cohort. The effective date is important as it could impact a student's charges.

1. There are two ways to remove an individual student from a cohort:
 - a. **Student Profile:** Go to the student's profile. Click the **Actions** button below the student's ID number and scroll down to **Student Cohort**. Select **Remove Academic Record from Cohort**.
 - b. **Remove Student from Cohort Task:** In the search bar, type **Remove Student from Cohort**. Enter the student's name or ID number in the Student box and hit enter.
2. Click the Student Cohort box and type **Online Primary Program of Study**. Select the cohort and hit enter.

Student * > Callem Hogs

Student Cohort * x Online Primary Program of Study

3. Please see the third page for the three ways to select the effective date for cohorts.

4. Click **OK**.



Note: If a student's addition to the Online Primary Program of Study cohort needs to be backdated, contact the registrar's office for assistance.